

FOCUS 1968

FIELD ORIENTATION CENTER
FOR THE UNDERPRIVILEGED SPANISH-SPEAKING RESIDENTS
OF NEWARK, NEW JERSEY

F. O. C. U. S. - N E W A R K

Component No. 7-29

Program year: February 1, 1968 to January 31, 1969

F. O. C. U. S. - N E W A R K

1. PREFACE

With an increasing Spanish-speaking population in the City of Newark, estimated over 50,000, it is obvious that this segment is becoming more significant in the total life of the City and, therefore, many agencies and programs should be concerned in providing the specialized needed services to the Spanish-American citizens.

In spite of this obvious situation, these agencies and programs have failed to have any significant impact or value on the Spanish Community. Thus, while these many opportunities and services are generally available to other segments of Newark population, the Puerto Rican and other Spanish speaking people of our City have not been able to take full advantage of them. This is because most of the agencies and programs lack of bi-lingual personnel of Spanish origin that could reach out the Spanish residents to get them involved or to benefit of the services, that could understand their culture, language, feelings, apprehension and problems. Also, many agencies and programs still do not have bi-lingual staff at the office level that could communicate with the non-English speaking applicants. As a result, they have failed to obtain the confidence and participation and to serve effectively this distinct ethnic group. They have failed to help in the integration process of the Spanish and English speaking Communities.

F.O.C.U.S. - Newark will undertake a huge responsibility in being a strong, effective and always active link between these two communities. Our Spanish-speaking personnel of Spanish origin, able to communicate, able to understand the problems, needs, cultural background, fears, hopes, sociology

and idiosyncrasy of the Spanish speaking people; together with the activities of the Program, will be the best equipped agency to give the most service to the poor. We feel that we can gain the confidence and involvement of the Spanish Community in the City of Newark, therefore, becoming an effective tool in the overall efforts and aims of the War against Poverty as well as other existing agencies.

II. GOALS

Our goals are shortly and clearly stated as:

A. To make programs and services available and meaningful to the Spanish speaking Community by means of orientation, guidance and referral.

B. To get the Spanish speaking Community actively involved in the Area Boards, community and neighborhood organizations and affairs, voluntary services and in the many activities promoted by the War on Poverty in the City of Newark.

III. WORK PROGRAM:

During the second year, FOCUS-Newark will operate the program under two divisions: Division of Orientation and Referral and the Division of Community Action. Even though these divisions have different procedures, styles and goals, they will both work harmoniously and hand in hand in interaction for the overall purposes of the program in the following fashion:

The Division of Community Action, headed by the Program Coordinator, will conduct a survey in the Spanish speaking Community with the two full time Community Workers and with the assistance of the volunteers. This will bring about the following results:

A. A clearer and more definite picture of the specific people with their needs, problems and handicaps.

1. FOCUS will then re-emphasize and re-adjust the program to fulfill these needs.
2. FOCUS will know where are the people in need.
3. FOCUS will relay information of the problems and needs to other agencies and programs in their respective area of concern that could handle these situations properly. We will offer suggestions and ideas as they might be requested.

D. At the same time that the survey is being conducted, information about our services will be disseminated to the people, therefore, this activity will become a major avenue of referrals of clients to our office.

The Division of Community action will also engage in an intensive orientation program for the Spanish Community through public meetings, visitations of social and civic organizations, newspapers, radio, TV and personal contacts in order to achieve a maximum involvement and participation of this community with FOCUS, Area Boards, community and neighborhood organizations and programs in the varied activities of the War on Poverty. It is foreseen that the total picture of the War on Poverty in the City of Newark will have a faster pace of changes and accomplishment.

This Division will also establish a meaningful, cordially and working relationship with the many agencies and programs in the City, to which we are referring our clients. This will be done not only for the purposes of referring, but also, for a positive exchange of information that will serve as an asset to improve the functions of the agencies and programs involved.

This Division will assist the Division of Orientation and Referral by getting clients and in the process of follow up.

The Division of Orientation and Referral, headed by the Counselor, will interview, provide the necessary information, counsel and refer all the clients that come or call to our office. Those cases that are too difficult or that present a complexity of problems, will be worked out with the assistance of the Executive Director and the Program Coordinator.

Although the Secretary will be involved in the general duties of the office, she will also be a close assistant to the counselor in interviewing (in-take) and executing cases.

A part-time Community Worker will be working under the supervision of the Counselor from 5:00 P.M. to 9:00 P.M. on Tuesdays and Thursdays in order to serve the working people that otherwise could not come for help to our office at the regular hours - from 9:00 A.M. to 5:00P.M. This Community Worker will interview and take down information from every client. He will make proper referrals on simple and easy problems, but will refer the serious ones to the Counselor, who will contact the client by mail, telephone or one Community Worker in order to take the proper action.

Whenever this Division refers a non-English speaking client to an agency or program that does not have Spanish speaking staff, ^{an} employee or volunteer of FOCUS will accompany this client to assist him and that agency as needed.

The Division of Orientation and Referral will orientate and refer clients mostly, but not exclusively, in these five general areas:

- A. Educational and Vocational
- B. Legal Aid
- C. Health
- D. Welfare
- E. Housing

The operations of this Division will also give the Program sufficient data to readjust and project our activities for years to come. By having activities in the office and out in the Community, by integrating the efforts and data obtained by both Divisions and by having a Spanish staff who can communicate and understand the Community, we will get not only the confidence of the people but also the support and assistance needed, plus, the active participation of the Community in its own affairs. The gap between the Spanish and the American Communities will be of less significance and we will be closer to the goal of achieving integration of these communities in the City of Newark.

F.O.C.U.S. - MEMARK

PERSONNEL

FULL TIME

- 1. Executive Director
- 1. Program Coordinator
- 1. Counselor
- 2. Community Workers
- 1. Executive Secretary

PART TIME

- 1. Community Workers

PERSONNEL BUDGET

1 Executive Director @ \$858.33 per month X 12 months	\$10,300.00
1 Program Coordinator @ \$643.75 per month X 12 months	7,725.00
1 Counselor @ \$606.66 per month X 12 months	7,280.00
2 Community Workers @ \$433.33 per month X 12 months X 2	10,400.00
1 Community Worker - Part time - @ \$4.00 per hr. - 2 Hrs. a week	1,664.00
1 Executive Secretary @ \$429.16 per month X 12 months	<u>5,150.00</u>
Sub-Total	\$42,519.00
Fringe Benefits (DEO funded salaries) @ 15%	<u>6,129.00</u>
TOTAL	\$48,648.00

IN-KIND CONTRIBUTION

1 Statistician @ \$667.00 per month X 12 mos. - 50% of time	4,002.00
25 Volunteers @ \$1.50 per hr. X 10 hrs. per person X 40 wks.	<u>15,000.00</u>
TOTAL	\$19,002.00

CONTRACT AND CONSULTING SERVICES

Accounting Services	Total	\$ 800.00
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TRAVEL

Local automobile 3,000 mi. @ 10¢ per mile	\$ 300.00
Trips to Washington, D.C.	300.00
Trips to other cities, N.Y.C., Trenton, Etc.	<u>300.00</u>
Total	\$ 900.00

SPACE COSTS AND RENTALS

870 sq. feet @ \$300.00 per square ft. for 12 months (existing facility)	\$ 2,610.00
Space cleaning and maintenance	<u>\$ 1,000.00</u>
Total	\$ 3,610.00

CONSUMABLE SUPPLIES

Office supplies @ \$125.00 per person - 6 persons	\$ 750.00
Bookkeeping	75.00
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Total	\$ 825.00

RENTAL, LEASE OR PURCHASE OF EQUIPMENT

1 Desk - Double Pedestal with lock	\$ 81.00
1 chair	20.00
1 table	36.00
5 Steel folding chairs	13.00
1 Filing cabinet	50.00
1 Coat rack	19.00
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Total	\$ 219.00

OTHER COSTS

Insurance	\$ 300.00
Telephone	900.00
Postage	500.00
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Total	\$ 1,700.00

Total Costs all Categories	\$75,714.00
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Less Non-Federal share	19,002.00
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FEDERAL SHARE	<hr/> \$56,712.00
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